

# Request for Re-purposed Computers for Schools

**Program Description:** The State of Indiana makes "surplus" computer hardware available to educational entities under IC 5-22-21-7.5. Completion of this application in its entirety will place applicants in a pool to receive surplus equipment as supplies become available. While orders will generally be filled on a first-come, first served basis, Indiana State Surplus reserves the right to fill emergency requests, or to apportion orders for substantial quantities across the entirety of the wait list of applicants. Indiana State Surplus does not warranty the usability of the surplus equipment. Schools are responsible for pick-up and all transportation costs of the hardware.

**Note:** Computers are shipped without operating system or applications software. Schools are required to provide the necessary software to make the computers functional for educational use. Schools may wish to contact Net Literacy ([www.netliteracy.org](http://www.netliteracy.org)), a not-for-profit organization, to help facilitate school's repurposing of computers. Schools seeking to receive XP licenses for donated computers at a cost of \$6.00 per license can contact Net Literacy at <mailto:donkent@netliteracy.org>. Net Literacy also provides schools other resources and programs, including slipstream CDs, service based learning projects, and Internet safety training materials.

**Mail Completed Forms to:**  
Indiana State Surplus  
c/o Bob Flake  
601 West McCarty St., Suite 100  
Indianapolis, IN 46225

**Questions** about the program or about the status of pending orders may be directed to [bflake@idoa.in.gov](mailto:bflake@idoa.in.gov)

**Certification Requirements:** *Educational entities must certify their eligibility and must certify that they will comply with all environmental laws with respect to waste disposal once computers are no longer operable or required for school use:*

We are a school corporation as defined in IC 36-1-2-17 or a nonpublic school as defined in IC 20-10.1-1-3 before July 1, 2005, or IC 20-18-2-12.

We accept full ownership and responsibility for all computer equipment donated by Indiana State Surplus. The equipment will be used for educational purposes only and will not be sold or donated to anyone. Further, if the equipment becomes unserviceable or damaged beyond repair and or is no longer required by this school, we will ensure it is disposed of in accordance with all local, state, and federal electronics waste (E-waste) laws. No hazardous material contained in the desktop/laptop computers and monitors will be placed in landfills, either in the United States or overseas. All such equipment containing hazardous material will be sent to an authorized E-waste recycle company for proper disposal.

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(Printed name, signature, and title of school authority)

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**Applicant Information:**

Application Date	
School Name	
Address	
City / Zip	
County	
School District	
Principal	
Principal's telephone number	
Principal's email address	
Technology Coordinator	
Tech Coordinator's telephone number	
Tech Coordinator's email address	
Application prepared by / title	
Contact information for applicant preparer	

**Number of computers requested by type:**

Type of Computer Requested	Number requested
We will accept either Pentium III's or IV's	
We will only accept Pentium IV's	
We will only accept Pentium III's	
# of the requested computers that require monitors Monitors may or may not be provided.	

**School's Intended Use of Re-purposed Computers:**

*Brief description of school's existing technology platform (student-to-computer ratio, number of labs, number of computers in COW arrangements, other pertinent information, etc.):*

*Brief description of why you are adding these computers to your existing technology platform and how they will be used:*

Indiana State Surplus Information Only:

Order Number \_\_\_\_\_

Date Received \_\_\_\_\_

Fulfillment Contact Information: